



OMB Control No: 0584-XXXX

Expiration Date:
XX/XX/20XX

Appendix B2. Reminder Email Requesting SNAP Administrative Data

SUBJECT: Summer Meals Study: Reminder to Submit SNAP Administrative Data

Dear <STATE DIRECTOR NAME>,

We are writing to follow up on our recent request for SNAP administrative data to support USDA's *Summer Meals Study*. The study will help us to better understand who participates in summer meal programs—the Summer Food Service Program and Seamless Summer Option—and how we could better meet the needs of children. We will examine how satisfied participants are with the programs and why eligible families and their children do not participate in summer meals. We will also collect information on meal service characteristics and the nutritional quality of summer meals.

We recently received OMB approval for the study (OMB Control Number: 0584-####) and are ready to receive the SNAP data for your State. The data will be used to establish a group of households likely eligible for summer meal participation in areas around summer meal sites. Using the SNAP data will be particularly helpful, as SNAP households with children are frequently the types of households we are trying to reach through the summer meal programs.

As a reminder, the file you provide should include all SNAP households with children 18 years of age and younger, participating as of December 1, 2017, and contain the following variables:

1. Head of household name
2. Indicator for presence of children ages 18 and younger
3. Household contact information
 - Street number and name
 - City
 - State code
 - Zip code
 - Mailing address (if different from street address)
 - Email
 - Phone number(s)

Please upload the SNAP administrative file for your State to Westat's secure server at <https://securetransfer2.westat.com> so we are able to include eligible households from your State in the study. Also, please let us know if you are anticipating delays in submitting this file to us.

Public reporting burden for this collection of information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address.

Again, thank you for your partnership and help in this very important study. We look forward to receiving your data. Do not hesitate to email us at SUMS@westat.com or call 1-800-xxx-xxxx if you have any questions about this data request.

Sincerely,

The Summer Meals Study Team
Westat